

DRAFT Committee on Courses of Instruction
Pam Bellefeuille, RN, MN, CNS, Chair

Minutes

Wednesday, April 13, 2016

PRESENT: Pam Bellefeuille (Chair), Igor Mitrovic (Vice Chair), Annette Carley, Doug Carlson, Jaekyu Shin, Lisa Winston

ABSENT: Francesco Aweeka, Jeffry Lansman, Michael McMaster, Barbara Panning

GUESTS: Jeff Harter, Associate Registrar; Karen Hauer, School of Medicine Associate Dean of Evaluation; Susan Masters, School of Medicine Associate Dean of Curriculum; George Michael, Academic Senate Office Programmer

Chair Pam Bellefeuille called the Faculty Council meeting to order at 10:00 a.m. in room U-506. A quorum was present.

Chair's Report

Chair Bellefeuille reported on the following item:

- Schedule of Meetings for 2015-2016: The Committee has one more meeting scheduled in June. Although that is the last meeting, members are still responsible for the review of courses until the end of the Academic Senate term on August 31, 2016.
- Coordinating Committee Meeting: It was announced that the Regents had approved of the new 2016 UCRP tier. While newly hired faculty members receive a defined contribution supplement beyond PEPPA cap of \$117,000, the new retirement plan will be an overall cut from the currently subscribed 1976 and 2013 tiers.

Course Review System Help Documents

Academic Senate Programmer George Michael reported to the committee on the status of the course review system help resources. Since the last COCOI meeting, a troubleshooting section has been added. The next steps are to create the instructional videos, post all resources online, and provide a link to the website. Committee members thanked Programmer Michael for all of his work on the project and for his support of the Course Review System.

Inactive Course Review

Chair Belle informed the committee that at the beginning of the year, it was brought to her attention that UCSF had a lot of courses in the catalog that have not had enrollments in the past five years. The concern is that the dormant courses clutter to the course catalog and create confusion for students. Members acknowledged the need to inactivate courses and discussed potential solutions to address the inactive courses. Members decided to pass the following policy:

The Committee on Courses of Instruction will automatically inactivate courses with no enrollment for five years. Courses will be reviewed at the committee's spring meeting.

To start the process of inactivating courses that violate the new policy, Associate Registrar Jeff Harter will send a spreadsheet to Committee Analyst Artemio Cardenas that contains courses that have not had enrollments in the past five years. Analyst Cardenas will then contact the course preparers and the

department chairs listed on the course list to inform them that their course had been inactivated. COCOI members agreed to the plan and offered support, if necessary.

School of Medicine Bridges Curriculum

School of Medicine Associate Dean of Curriculum Susan Masters and Associate Dean of Evaluation Karen Hauer attended the COCOI meeting to provide an overview of the new Bridges Curriculum and to detail how changes will impact future SOM courses. Beginning in the fall of 2016, the School of Medicine will offer its new curriculum to all incoming first year students. A document (Attachment 1) was shared that gave overview of the three foundations of the new curriculum. Associate Dean Masters pointed out that the biggest change for the COCOI membership to be aware of is the School of Medicine's plan to consolidate multiple courses into larger courses. With broader scopes, the larger courses will have significantly more objectives for COCOI members to review. There are also new courses that have never been offered before like the two-week immersion courses. Associate Dean Masters informed the committee that the first Bridges course has been submitted through the course approval process. This first course should reach the committee soon. Once the course review is complete, the School of Medicine would like COCOI's feedback to ensure that the approval of subsequent courses goes through smoothly. Committee members thanked the Associate Deans for the overview and for the information on the new curriculum and courses.

Old Business

None

New Business

None

Chair Bellefeuille adjourned the committee at 11:45pm.

Senate Staff:

Artemio Cardenas; Senate Analyst;

Artemio.Cardenas@ucsf.edu; 415/476-4245